



National Aeronautics and Space  
Administration  
Goddard Space Flight Center

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# ANNOUNCEMENT

## SUBJECT: THRIFT SAVINGS PLAN (TSP) OPEN SEASON

The TSP is an excellent way for you to increase your personal savings and provide retirement income. The TSP offers all participants a variety of benefits such as tax deferral on contributions, immediate vesting of your own contributions, agency matching contributions (for FERS employees), a choice of five investment funds, a loan program, portable benefits upon leaving the Federal government, and a choice of withdrawal and annuity options.

The next TSP Open Season begins on **April 15, 2004**, and continues through **June 30, 2004**. During Open Season, you may enroll and change the amount of future contributions made through payroll deduction. We encourage you to make the election/change through the Employee Express (EE) system. Using the EE system, requires no paperwork submission on your part. \* You can also make the election/change by completing Form TSP-1, Election Form.

### YOUR EE PIN & TSP PIN SERVE TWO DIFFERENT FUNCTIONS

- The EE system is a great way to make TSP Open Season changes without completing any paperwork. You may access EE through their website at <http://www.employeeexpress.gov> or by telephone at 478-757-3169 (work), 1-800-571-3453 (home), 478-757-3117 (TDD). Your social security number and EE PIN are required to gain access to this system. If you have misplaced your EE PIN, you may request a duplicate through the EE website or helpdesk (478-757-3030), to be sent to you via e-mail, or mailed to your home. You will receive it the next business day if you request for your PIN to be sent via e-mail and within 5-7 business days if you request for your PIN to be mailed to your home. You also have the opportunity to receive immediate confirmation of your EE transaction by fax, mail, or e-mail upon completion.
- Your TSP PIN allows you to make investment allocation changes at any time in relation to your employee contributions. If you have misplaced your TSP PIN, you may request a duplicate through their website at [www.tsp.gov](http://www.tsp.gov), or by calling the Thriftline at 504-255-8777.

*\* Even though you may complete Form TSP-1, Election Form, using the Employee Express System is emphasized due to the upcoming e-Payroll system. Completing hard copy forms will be obsolete once the e-Payroll system goes into affect. All benefit changes will have to be done using the Employee Express system.*

### The procedures required to make a TSP open season and/or account change are:

- If you are a FERS employee, you can contribute up to 14 percent of your basic salary into the TSP, up to the Internal Revenue Service's (IRS) annual limit of \$13,000 for 2004, and if you are a CSRS employee, you can contribute up to 9 percent of your basic salary into the TSP, up to the IRS annual limit. You may change the amount of your employee contribution through EE.
- Regardless of the retirement system you are under, if you want to change the investment allocation, you must submit this change **DIRECTLY** to the Thrift Board. This may be done through TSP's website ([www.tsp.gov](http://www.tsp.gov)), the Thriftline (504-255-8777), or by completing a TSP-50, Investment Allocation Form. You need your social security number and TSP PIN to make this change on their website or over the phone. The most efficient way is through their website, as the change will be received immediately and processed following receipt of your request. The TSP is a daily valued plan and transactions are processed each business day with a daily cut-off of 11:00 A.M. (CST). If you submit a TSP-50 to the Thrift Board via mail, your form will be processed according to the receipt of the form and there could be a delay in the processing of this transaction.

## PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

### TRIBUTION CODES:

- (Civil Service) – GSFC Employees
- \*B (Civil Service) – GSFC Section Level and Above
- \*C (Civil Service) – GSFC Branch Level and Above
- \*D (Civil Service) – GSFC Division Level and Above

\*\*A (Contractor) – Contractor and Other Employees

\*\*B (Contractor) – Contractor and Other Offices

Requested Change	Procedure
Amount of payroll-deducted employee contribution	Submit open season change through EE or by paper (TSP-1)
Investment Allocation	Submit electronic or paper (TSP-50) change to TSP anytime

If you do not want to change the investment allocation, you do not need to submit a change through the TSP website or form TSP-50. Your current allocation will remain in effect until a future change is filed by you.

**All open season submissions must be made by the close of business June 30, 2004 to the Employee Services Center located in Building 1, Room 139.**

It does not matter if you contribute \$1 or \$100, 1 percent or 14 percent, the financial benefits of the TSP are great and taking advantage of them requires only a little effort on your part.

#### ***ADDITIONAL INFORMATION:***

#### **TSP CATCH-UP CONTRIBUTIONS**

The TSP catch-up contributions are a supplement to your regular employee contributions. If you are-or will be-age 50 or older during the calendar year, and you are already contributing the maximum amount in regular TSP Contributions, you can elect to make additional catch-up contributions up to \$3,000 in 2004. You can sign up for catch-up contributions at any time, but you must make a new election for each calendar year.

To make the election, you can complete Form TSP-1-C, Catch-up Contribution Election. You can also use the Employee Express through their website at <http://www.employeeexpress.gov> or by telephone at 478-757-3169 (work), (404)-571-3453 (home), 478-757-3117 (TDD). Your social security number and EE PIN are required to gain access to this system.

The Catch-up contributions are not subject to the open season rules, and more than one election may be made in any given year (as long as the annual catch-up limit is not exceeded).

#### **PARTICIPANT STATEMENTS**

If you are currently enrolled in the TSP or have contributed in the past, your next statement will be available in the middle of April 2004. For your convenience, this and all future quarterly statements can be viewed and printed from the TSP Website ([www.tsp.gov](http://www.tsp.gov)). Statements will no longer be automatically mailed; however, you may request your statement to be mailed to you through the Account Access section of the TSP Web site or through the voice response feature of the ThriftLine at (504) 255-8777 (TDD: (504) 255-5113).

#### **NEW TSP LOAN RULES**

Beginning July 1, 2004, the TSP will deduct a \$50.00 fee from the proceeds of each new loan. You will be allowed to have only one general purpose loan and one residential loan. Once a loan is paid in full, you will not be eligible for another loan of the same type for 60 days. You may visit the TSP website at [www.tsp.gov](http://www.tsp.gov) for additional information.

If you have any questions concerning the TSP Open Season or any TSP-related questions, please contact Ms. Nickeisha Hamilton at 301-286-8208 or [Nickeisha.C.Hamilton.1@gsfc.nasa.gov](mailto:Nickeisha.C.Hamilton.1@gsfc.nasa.gov).

  
Arletta R. Love

, Career Development and Employee Worklife Office